



Office of Human Resources
Forensic Autopsy Technician - CE2660
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General Statement of Duties

This is full performance work in a medical examiner facility assisting with forensic autopsies for the diagnosis of disease or trauma, performing limited scope diagnostic imaging examinations (x-ray: body and dental) and collecting evidence.

Distinguishing Characteristics

The Forensic Autopsy Technician is assigned entry progressing to full performance level work. Positions in the higher level class Forensic Autopsy Technician Supervisor are assigned full supervisory work over a shift of Forensic Autopsy Technicians and related medical examiner staff.

Essential Duties

Sets up forensic autopsy clinic and assists with autopsy by positioning and fingerprinting patients, opening and closing bodies, removing organs, tissues and fluids, drawing and spinning blood samples (DNA) and assisting with taking cultures.

Collects and preserves forensic evidence (tissue, slides, radiographs, on-scene evidence) for use in determining cause and manner of death, and maintains records of examinations and evidence collected (chain-of-custody).

Performs limited scope diagnostic imaging examinations (x-ray: body and dental), selects length and intensity of radiation exposure, and develops and evaluates film for density, contrast, definitions, magnification and distortion.

Explains steps in the autopsy process to employees, law enforcement, interns and other interested parties.

Assists in providing training to a wide range of students, including medical students, interns and residents, in autopsy techniques and procedures.

Checks inventory of equipment, supplies and accessories on a regular basis, and requests and orders supplies.

Inventories effects of decedents and related evidence for release to authorized parties.

Cleans radiological and medical equipment and reports equipment malfunctions.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of lab techniques and lab safety sufficient to be able to collect and preserve evidence and work safely with chemical, biological, microbiological, pathogenic and other potential hazards.

Skill in filling out forms and completing necessary paperwork related to the work assignment.

Ability to work productively and efficiently with human remains and with the diagnostic tools and surgical instruments necessary to assist with medicolegal death investigation.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience as an autopsy assistant, surgical assistant, radiology technician or laboratory assistant that included developing a knowledge of human anatomy, skill in identifying or using surgical instruments and knowledge of aseptic techniques.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Passage of the examination for the limited scope of practice in radiology required by the State Board of Medical Examiners in Colorado, by the end of the probationary period, as evidenced by an active control number except for radiology technician.

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
 Potential exposure to chemicals, gas and low-level radiation.
 Potential exposure to cold temperatures, cold enough to cause bodily discomfort.
 Potential exposure to conditions that affect the skin or respiratory system.
 Potential exposure to hazardous body fluids and bio-wastes.
 Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
 Potential exposure to hazardous/toxic chemicals.
 Potential exposure to hazards from electrical/mechanical/power equipment.
 Potential exposure to housekeeping/cleaning agents/chemicals.
 Potential exposure to infection from disease-bearing specimens.
 Potential exposure to infections and contagious diseases.
 Potential exposure to odorous chemicals and specimens.
 Potential exposure to risk of blood-borne diseases.
 Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
 Potential exposure to unpleasant unit elements.
 Handles absentee replacement on short notice.
 Handles emergency or crisis situations.
 Noise: sufficient noise to cause distraction.
 Occasional pressure due to multiple calls and inquiries.
 Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to cuts from microtome knives.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Temperature Changes: variations in temperature from hot to cold.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.
 Color vision: Ability to distinguish and identify different colors.
 Crouching: Positioning body downward and forward.
 Depth Perception: Ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
 Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health.
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Oral Comprehension: Ability to discern the meaning of oral speech.
Physical Strength: Exerts force to transport objects of 100 pounds or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that it moves away from the person.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-619
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: